

**Plumas County Children and Families Commission
PCCFC**

Minutes

**Wednesday, June 13, 2001
9:00 a.m.-12:00 a.m.
Public Works Building**

Attendees:

Commissioners: Carol Burney, Bill Dennison, Shelley Miller, Paula Russell,
Rita Scardaci, Elliot Smart, and Irasema Tavares
Staff: Ellen Vieira, Ex. Dir., and Diana Conen, support staff
Public: Katy Dyrr.

I. Introductions:

Commissioners and meeting attendees introduced themselves.

II. Review and approval of minutes:

MOTION: Ms. Russell, seconded by Ms. Tavares, moved to approve the minutes as written. VOTE: The motion passed unanimously, with Ms. Scardaci and Mr. Dennison abstaining.

III. Public Comment:

There were no public comments.

IV. Updates on State Commission:

Ms. Vieira reported on the School Readiness Initiative. The State Commission has allocated \$200 million to fund School Readiness Resource Centers that will be school-based or school-linked. California schools which are in the 30th percentile and below on the API scores will be eligible to apply for the funding. There are no schools in Plumas County that will qualify for funding under this Initiative at this current time. Ms. Vieira stated that since the State Commission is only using test scores and not free and reduced lunch counts, Plumas County schools likely will continue to be ineligible for the School Readiness Initiative. To move quickly, the State Commission has adopted a "Fast Track" process. There will be two tiers and possibly a third. The first tier will involve approximately 10 schools that currently have the infrastructure in place to apply for funding and implement a project. Tier 2 schools will be provided the information from the Tier 1 projects on working school readiness models. The Tier 1 projects should be funded by late summer, and up and running by December 2001. The Tier 2 projects will be funded as quickly as possible

following the Tier 1 projects. Mr. Smart and the Executive Director will participate on behalf of the Plumas County Children and Families Commission in a teleconference to give the State Commission feedback on the School Readiness Initiative.

V. Executive Directors Report:

Ms. Vieira referred to her written report to the Commissioners. The only other matter that she wished to bring to the Commissioners' attention was the Retention Incentives Initiative for Child Care providers. Funding from AB212 (\$6,500), Child Care Planning Council (\$15,000), PCCFC (\$30,000), and CCFC matching funds (\$15,000) will be used for incentives and stipends. Plumas Rural Services (PRS) Childcare Resource and Referral Agency will be the lead agency. Some of the funds will be used to develop the comprehensive database (CARES) to be used by all of the agencies. Ms. Scardaci complimented Ms. Vieira, Ms. Russell, and Ms. Miller on the work that they have done on this project, and the collaborative effort with the other agencies. The RRF will be released by the State Commission in June and funds will be awarded in October 2001.

Ms. Vieira summarized the application process and resolution of the Portola Healthy Start infant-toddler childcare-planning grant. Because of conflicts of interest, the Plumas Unified School District cannot oversee the project, so PRS will be the lead agency and share some of their research on childcare planning. As fiscal agent for the Commission, Ms. Scardaci advised that the Commission not take on the role of being the lead agency administering funds from other sources and absorbing the administrative costs, at this time, thus the need for PRS participation. The \$10,000 grant from the Child Care Planning Council will fund the project through December 2001. At that time the applicant will provide the Commission with a progress report. Depending on what conclusions are reached, the Commission has committed \$5,000 in leverage funds toward further activities. Ms. Miller said that in responding to the planning grant proposal the Commission had created a difficult process for the applicant, and that she would hope that, by involving other agencies or knowledgeable parties, the process could be made smoother.

Ms. Vieira said that Commissioner Kristy Brown gave birth to a baby girl.

VI. Program Development
a. Budget Fiscal Year 2001-2002

Since the position of the Health Agency Fiscal Officer is temporarily vacant, Ms. Scardaci gave the report on the proposed revenues and expenditures for the coming fiscal year. The balance in the Program Trust Fund as of June 1, 2001 was \$471,568 and the anticipated revenues include: Planning Trust Fund Interest of \$7,267; Administrative CCFC Funding 01-02 of \$115,000; Projected 01-02 Allocation of \$200,000; and Rural Travel Stipend of \$7,200, for projected funds

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available of \$801,035. Expenditures for the remaining period of FY 2000-01 are estimated at \$62,000, and the proposed Total Budget for FY 2001-02 is \$299,200, for an unallocated balance of \$439,835.

The proposed Budget Expenditures for the Fiscal Year 01-02 include:

Personnel, Office Assistant at .5 to .75 FTE	\$13,650
Benefits	7,587
Operating Expenses (Communications, Office Equipment, Memberships, Office Expense, Educational Materials, Media/Promotional, Publications and Legal Notices, and Travel)	\$23,800
Fixed Assets (Computer Hardware)	8,000
Indirect Costs (7.4%)	22,163
Leverage Funds FY01-02	35,000
Leverage Commitments	15,000
Subcontracts	Continuing Program Commitments 66,000
	Retention Incentives 30,000
	Executive Director 52,000
	Evaluation consultant 6,000
	Media Consultant, Audit, Other <u>25,000</u>
Total Budget	299,200

Ms. Scardaci listed operating expenses including: one time only purchase of computer zip-drives for backup of fiscal records; uninterruptible power supply equipment; internet access and website development; memberships to the California Children and Families Association; legal notices; media and promotional activities associated with the new parent kits and newsletter. The request for \$8,000 in fixed assets will be used for purchase of computer projector and hardware to do PowerPoint presentations. The Commission has made a commitment for \$15,000 in leverage funds for FY 2000-01 and a new allocation of \$35,000 in leverage funds for FY 2001-02. Other funds already committed are \$66,000 for continued support of programs granted funding in Fiscal Year 2000-01; \$30,000 for the Retention Incentives for Child Care; up to \$52,000 for the Executive Director's contract at 1.0 FTE; \$6,000 for an evaluation consultant; and \$20,000 for additional consultants which may include audit, media consultant, and others if needed. No line items were included for funding new programs, which can be done after the budget is approved.

MOTION: Mr. Smart, seconded by Ms. Burney, moved to adopt the proposed budget. VOTE: The motion passed unanimously, with Ms. Scardaci abstaining.

b. Funding Cycle

Ms. Vieira updated the Commission on the status of each of the subcontracts awarded in the last funding cycle. Lassen County will be the lead agency on the Regional Dental Project, to which the Commission has allocated \$10,000 in leverage funds. Should the Commission choose to fund \$200,000 in grants for FY 2001-02 it will still leave a substantial amount in the trust fund. Whether or not a program can become self-sustaining may be an important factor in awarding or continuing funding. The Commission may decide that it is more important to fund proposals that have no other sources of revenue. Mr. Smart said that taking the time necessary for evaluating programs would delay initiating the next funding cycle. At some later time, when the Commission has had the opportunity to get some evaluation data, and resolve some of the priority issues, it may be appropriate to consider a larger funding initiative. Ms. Scardaci discussed the need for more information regarding future revenue projections prior to determining the amount of funds to allocate for new projects in fiscal year 2001-2002.

MOTION: Mr. Dennison, seconded by Mr. Smart, moved to issue a single Request for Proposals for the next Fiscal Year, and direct the staff to prepare a timeline, a five-year projection of revenues and expenditures, and a summary of projects funded. VOTE: The motion passed unanimously.

c. Media Plan

Ms. Vieira distributed a draft of the newsletter that will be distributed soon to pre-school parents, childcare providers, agencies, doctor's offices, Laundromats, and other access points. The Commission's web page will be ready for a test run within a week or two, at www.ccfc.ca.gov/plumastest.

MOTION: Mr. Dennison, seconded by Ms. Russell, moved to adopt the proposed Media Plan and Media Timeline. VOTE: The motion passed unanimously.

Chairperson Miller suggested to the Commissioners that they hear next the report from the scheduled guest speaker out of order.

IX. Guest Speaker-Katy Dyrr, WIC Coordinator, Program Update.

Katy Dyrr, a dietician with the Women, Infants, and Children program operated by

Plumas Rural Services in Plumas County, distributed file folders of information and literature to each of the commissioners. WIC is a federally funded program that has been in operation for 27 years providing supplemental nutrition and nutrition education for low-income families, pregnant or breastfeeding women and children under the age of five. Approximately 500 people participate countywide. By keeping birth-outcomes healthy and preventing malnutrition in children, the WIC program saves \$3.50 for every dollar spent. A statewide-automated system (ISIS) facilitates transfers when participants move from one county to the next. Plumas County residents are eligible if the family income is below 185% of the poverty level, and they have a nutrition risk such as vitamin deficiency. Only one-half hour is required to complete the application. All participants are screened for anemia, and children's height and weight are monitored.

The nutritional supplements include critical nutrients such as dairy products, juices, cereal, proteins such as peanut butter, beans, and eggs. There are extras included as incentives for breastfeeding mothers. Infant formula is included. Participants receive vouchers for food, \$40 for children and \$60 for pregnant women.

Nutrition education classes are tailored to meet the needs of the participants, and the stage of development of the children. Every opportunity is used to encourage breastfeeding of infants. WIC also provides lead screening, and encourages gardening projects, and literacy programs. The programs are given at the same time as the Plumas County Public Health Agency clinics wherever possible. Pilot programs to use smart cards like those newly mandated for food stamps have been initiated in some communities.

WIC could provide services to many people who are currently ineligible if there were funding available. Ms. Dyrr said that the WIC program receives more requests for breast pumps than are available. The Commissioners thanked Ms. Dyrr for her presentation.

VIII. Closed Session.

Chairperson Miller recessed the meeting for closed session regarding the evaluation of the Executive Director's performance and job status.

The meeting was re-convened at 11:34 p.m.

MOTION: Mr. Dennison, seconded by Mr. Smart, moved to increase the Executive Director's contract to 40 hours per week at the current rate, beginning June 13, 2001. **VOTE:** The motion passed unanimously.

Mr. Smart said that the Commissioners were in consensus that Ms. Vieira is doing an excellent job, and that a more useful tool should be developed for the

evaluation of her performance and to aid her in the performance of her duties. Ms. Russell and Mr. Smart will participate on the committee to develop the job description and evaluation procedure. Mr. Dennison said that the Commissioners appreciated Ms. Vieira's enthusiasm, knowledge, and collaborative efforts.

VII. Public Comment

Mr. Smart informed the Commissioners that there had been a proposal to use EPT cards for cash benefits for welfare recipients as well as food stamps. He said that as Social Services Director that he will be recommending that Plumas County not take that action at the present time.

IX. Meetings.

Ms. Vieira asked the Commissioners to notify her if they wished to attend any of the state-wide meetings scheduled over the summer.

Because some of the Commissioners would be unavailable due to scheduling conflicts for the July 11, 2001 scheduled meeting, the Commissioners agreed to cancel the meeting for July and the next meeting will be held on August 8, 2001.

MOTION: Mr. Dennison, seconded by Ms. Scardaci, moved to adjourn the meeting. VOTE: The motion carried unanimously.

The meeting adjourned at 11:48 a.m.

Minutes respectfully submitted by: Diana Conen